**Intern Onboarding CHECKLIST**

**Documents (Important documents that can be provided early via RMS)**

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|[ ]  ERAS Application |
|[ ]  Contract |
|[ ]  Diploma (Copy) |
|[ ]  Immunizations |
|[ ]  ECFMG |
|[ ]  Basic Info needed for ACGME, AAFP, or ABFM registration i.e.. Name, SS#, email address, School, Grad year etc. |
|[ ]  Demographics- Normally can be found on ERAS Application |
|[ ]  Contact information |

**Links (Anything that can be done before orientation)**

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|[ ]  Resident Management Software |
|[ ]  NPI |
|[ ]  Medicaid |
|[ ]  Training License (If applicable) |
|[ ]  Adobe Reader |
|[ ]  Any trainings that can be don online |
|[ ]  Set up EMR access |

**Hospital**

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| --- |
|[ ]  Who needs what??? You will have to provide the hospital with information for the Documents list. |
|[ ]  Get Badges |
|[ ]  Set up Hospital Number |
|[ ]  Set up EMR Training |
|[ ]  Set Up meal plans |
|[ ]  Parking |
|[ ]   |